

**P.L. 107-110
NCLB Act of 2001**

Title I Audit

District: _____

School: _____

Date: _____

Audit Level: ☐ Title I Desk Audit w/ LEA Polycom Interview ☐ On-site Title I Visit
☐ Collaborative Site Visit w/ State Accreditation Team ☐ Title I Site Visit to Intermediate Size LEA ☐ Title I Site Visit to Urban 8 LEA

Targeted Assistance School ☐ (pages 6-7)

Schoolwide Project ☐ (page 8-9)

Grade levels served: _____

Title I Staff (Number and FTE): Certified _____ Paraprofessional _____

Area(s) Supported by Title I: ☐ Reading ☐ Math ☐ Reading Recovery ☐ Title I Preschool

Type of Title I Service: ☐ Pull out ☐ In-class ☐ Combination
 ☐ Extended Day ☐ Summer School

Private School(s): ☐ No ☐ Yes (page 9) Number: _____

District/School: _____
 Date: _____

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ALL TITLE I SCHOOLS

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
	ELIGIBLE BUILDINGS			
§1113(3)(A)(B)	Only eligible buildings are being served. Applicable to districts w/total enrollment over 1000 or w/more than one building per grade span.	<ul style="list-style-type: none"> Documentation demonstrating selections of schools for Title I by rank order of poverty District eligibility data for free and reduced lunch for public and private school students 	Y N NA	
	FINANCIAL MANAGEMENT			
§1113(c)(1)	WITHIN DISTRICT TARGETING of FUNDS District must appropriately allocate Title I funds to eligible buildings in rank order of poverty (required for districts with 1,000 enrollment or private schools).	<ul style="list-style-type: none"> Documentation (e.g. spreadsheet) describing flow of Title I funds from LEA to eligible building Use of formula from the Title I Reference Manual (per pupil formula); include any carryover funds. See Worksheet in reference manual. Accounting records and applications 	Y N NA	
1118(a)(3)(A)	If Title I grant is \$500,000 or more, the district has reserved 1% for parent involvement activities.	<ul style="list-style-type: none"> Title I Budget / Expenditures 	Y N NA	
§1120A(b)(1)	Title I funds are used only to supplement, not to supplant the amount of funds available from non-federal sources	<ul style="list-style-type: none"> Student and teacher schedules Most recent comparability forms 	Y N	
	Title I PROGRAM PLAN			
§1115	Application narratives reflect current Title I program practices	<ul style="list-style-type: none"> Teacher interviews Copy of Title I program plan 	Y N	
	HIGHLY QUALIFIED STAFF			
§1114(B)(1)(C)	Highly qualified staff provides instruction.	<ul style="list-style-type: none"> Current Iowa teaching license Iowa Reading Endorsement for Title I reading teacher 	Y N	

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
	PARAPROFESSIONAL CERTIFICATIONS			
§1119	<p>Targeted Assistance Buildings: Paraprofessionals funded through Title I in Targeted Assistance buildings must hold proper paraprofessional certification described by NCLB</p> <p>Schoolwide Buildings: All paraprofessionals in schoolwide buildings must hold proper certification described by NCLB regardless of their funding source.</p>	<ul style="list-style-type: none"> • Certification documentation 	Y N NA	
	COMPARABILITY			
§1120A(c)	District must have evidence of compliance with the comparability requirements on file.	<ul style="list-style-type: none"> • Comparability worksheet • Personnel records to validate FTE and funding source 	Y N NA	
	PARENT INVOLVEMENT			
§ 1118(b)(1)	The district has a Title I parent involvement policy that meets the requirement of NCLB	<ul style="list-style-type: none"> • Title I Parent Involvement Policy 	Y N	
§ 1118(b)(1)	The Title I school has a policy that meets the requirements of NCLB. (Note: the school and district policy may be one and the same if the requirements of both sections are included.	<ul style="list-style-type: none"> • Title I Parent Involvement Policy • Policy has been submitted to the Iowa Department of Education, Title I Office for the current school year 	Y N	
§ 1118(d)	Parent-School Compacts have been jointly developed with parents	<ul style="list-style-type: none"> • Title I Parent-School compact • Compact has been submitted to the Iowa department of Education, Title I Office for the current school year. 	Y N	
§ 1118(c)(1)	Convene an annual meeting to which all parents of participating children shall be invited and encouraged to attend. The meeting will inform parents of their school's participation in Title I and parents' right to be involved.	<ul style="list-style-type: none"> • Annual Title I meeting agendas • Meeting sign in sheets. • Meeting is held at multiple times or at a time convenient for parents. 	Y N	
§ 1111(h)(6)	Parents Right-to-Know District provides annual notification of their "right-to-know" about teacher qualifications.	<ul style="list-style-type: none"> • Documentation of this notification • Copies of newsletter where notification is given annually 	Y N	
§ 1118(f) §1118(e)(5)	Information has been provided in a language and form they can understand.	<ul style="list-style-type: none"> • Samples of communication • Newsletters to parents 	Y N	

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
	PARENT INVOLVEMENT			
§ 1118(e)(1)	Assistance is provided to parents in understanding topics such as local academic standards and assessments, monitoring their child's progress and how to work with educators to improve achievement of their child.	<ul style="list-style-type: none"> • Report cards • Annual Progress Report (APR) • Newsletters • Information provided to parents concerning standards and assessments 	Y N	
§ 1118(e)(2)	Materials and training provided to help parents work with their children to improve achievement.	<ul style="list-style-type: none"> • Parent Literacy Night • Open House for all parents • Parent Information • Parent/Student Activity sheets • Brochures for Parent about working with their children at home 	Y N	
§ 1118(e)(3)	The school educates staff with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs, and build ties between parents and the school.	<ul style="list-style-type: none"> • Parent Night (All school or Title I) • Parent Involvement on School Improvement Advisory Committee (SIAC) 	Y N	
§ 1118(e)(4)	Where appropriate, the school coordinates and integrates parent involvement programs and activities with Head Start, Reading First, Early reading First, Even Start, the Home Institution Programs for Preschool Youngsters, and public preschool and other programs, that encourage and support parents in more fully participating in the education of their children.	<ul style="list-style-type: none"> • Use of multiple funding sources to support a coordinated parent involvement program • Communication with other programs 	Y N	
	PROGRAM EVALUATION			
§ 1118(a)(2) § 1112(d) § 1112(e)(3)	District has a system in place for annually evaluating the Title I program. Parents and staff are included in the review process for the purpose of suggesting potential programming needs and/or changes.	<ul style="list-style-type: none"> • Surveys (student, teachers, administrators) • A process for analyzing data • A documented evaluation process • Process reflects CSIP statements 	Y N	

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
	COORDINATION OF SERVICES			
§1115(c)(1)(D)	Title I Services are coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.	<ul style="list-style-type: none"> District practices and procedures 	Y N NA	
	STANDARDS, ASSESSMENTS AND ACCOUNTABILITY			
§1115(c)(1)(D)	Title I Services are coordinated and integrated with the regular classroom, with other agencies providing services and with other federal, state and local programs.	<ul style="list-style-type: none"> District practices and procedures 	Y N NA	
§1111(b)(1)(B) §1111(b)(1)(e)	Students receiving services in Title I are held to the same standards and expectations as all other students.	<ul style="list-style-type: none"> Alignment documents Curriculum mapping Lesson plans 	Y N	
§1111(b)(3)(c)(i)	Students receiving services in Title I are assessed with the regular population without accommodations.	<ul style="list-style-type: none"> District policy on assessment accommodations. (only appropriate for students with IEPs) 	Y N	
§1115(a) §1115(b)	Summer School follows NCLB regulations pertaining to eligibility and student participation in Targeted Assistance programs. Coordinates with regular Title I program.	<ul style="list-style-type: none"> A written selection process is available Written procedures for assessment Parent notification, acceptance or refusal of service Teacher and student schedules 	Y N NA	

TARGETED ASSISTANCE SCHOOL

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
	IDENTIFICATION & SELECTION -ELIGIBLE PARTICIPANTS			
§1115(a)	Services offered are supported by a needs assessment.	<ul style="list-style-type: none"> Documentation demonstrating selections of schools for Title I by rank order of poverty 	Y N NA	
§1115(b)(1)(B)	For preschool through second grades, multiple developmentally appropriate measures, which may include teacher judgment and parent interviews, are used to identify children in greatest need.	<ul style="list-style-type: none"> A written selection process is available for K-2 students 	Y N NA	
§1115(b)(1)(B)	For grades three and above, multiple educationally related, objective criteria and uniform procedures are used to identify and select students in greatest need for program participation.	<ul style="list-style-type: none"> A written selection process is available for grades 3 and above. 	Y N NA	
§1115(b)(1)(B)	Eligible children are children identified as failing, or most at risk of failing, to meet the State's (local) challenging student academic achievement standards.	<ul style="list-style-type: none"> Written procedures Interviews 	Y N NA	
§1115	Parents are notified of child's eligibility to participate in Title I services. Title I, Part A Policy Guidance	<ul style="list-style-type: none"> Parent notification 	Y N NA	
§1115(c)(2)(B)	Procedures have been developed to enable children to enter and exit the program throughout the school year.	<ul style="list-style-type: none"> Written procedures 	Y N NA	
	TITLE I FUNDED PERSONNEL			
§1115(d)(2)	Title I funded personnel are assigned to supervisory duties only if similarly situated district personnel are also assigned duties.	<ul style="list-style-type: none"> Duty roster or schedules 	Y N NA	
§1115(a)	Resources such as staff, materials and equipment funded by Title I are generally used only for children participating in the Title I program.	<ul style="list-style-type: none"> Inventory 	Y N NA	
§1115(b)(2)(D)	Instruction provided through Title I is coordinated with the regular classroom.	<ul style="list-style-type: none"> Coordination of services 	Y N NA	

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
§1115(b)(3)	Title I funds are not used to provide services otherwise required by law to be made available.	<ul style="list-style-type: none"> Description and schedules of services 	Y N NA	
§1115(c)(1)(C)	The district implements effective instructional strategies that are based on Scientifically Based Research (SBR) that: Give primary consideration to extended learning time; Help provide an accelerated, high quality curriculum; and Minimize the removal of students from the classroom during regular hours	<ul style="list-style-type: none"> List of criteria used 	Y N NA	
§1120A(b)(1)	Title I funds are used only to supplement, not to supplant the amount of funds available from non-federal sources	<ul style="list-style-type: none"> Student and teacher schedules Most recent comparability forms Program description reflects that Title I services remain supplemental to regular LEA/school program. 	Y N	

TITLE I SCHOOLWIDE PROJECTS (SWP)

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
	SCHOOLWIDE PROGRAMS			
§1114(b)(1)(A)	A comprehensive needs assessment of the entire school based on student performance has been conducted.	<ul style="list-style-type: none"> Needs assessment results or school profile 	Y N NA	
§1114(b)(1)(B)	Effective methods and strategies that are based on scientific based research and proven to be effective in raising student achievement are used	<ul style="list-style-type: none"> Schoolwide plan References for SBR 	Y N NA	
§1114(b)(1)(D)	High quality and continuous professional development is provided for teachers, Para educators, and where appropriate, for other staff and parents.	<ul style="list-style-type: none"> Record of professional development activities 	Y N NA	
§1114(b)(1)(E)	The program provides strategies to attract highly qualified teachers	<ul style="list-style-type: none"> Schoolwide plan 	Y N NA	
§1114(b)(1)(F)	The program provides for meaningful involvement of parents and local community in planning and implementation	<ul style="list-style-type: none"> Parent and community involvement communications 	Y N NA	
§1114(b)(1)(G)	Strategies and activities assist preschool children to transition from early childhood programs	<ul style="list-style-type: none"> Evidence of transition activities 	Y N NA	
§1114(b)(1)(H)	Teachers are included in the decisions regarding assessments	<ul style="list-style-type: none"> Building practices and procedures 	Y N NA	
§1114(b)(1)(I)	Additional assistance is provided to students who are experiencing difficulty mastering the local standards.	<ul style="list-style-type: none"> Building practices and procedures Teachers & students schedule 	Y N NA	
§1114(b)(1)(J)	Resources from various sources are used to support the schoolwide plan.	<ul style="list-style-type: none"> Schoolwide plan Accounting/budget records 	Y N NA	
§1114	An annual evaluation process takes place each year for the purpose of planning, developing, revising, and review of the Title I Schoolwide program.	<ul style="list-style-type: none"> Date(s) of review List of participants Meeting minutes 	Y N NA	
§ 1114 § 1118	Parents are a part of the planning and review committee.	<ul style="list-style-type: none"> List of team members (Should include administrators, teacher, and parents) 	Y N NA	

§1114 §1118(d)	Parent-School Compacts have been jointly developed with parents. Compacts are used with all students in a Title I Schoolwide Building	<ul style="list-style-type: none"> • Title I Parent-school compact used with all students in the school • Meeting minutes • Parent-School compacts are mailed to the Iowa Department of Education, Title I office annually. 		
§1114 §1118(d)	Title I Parent Involvement Policy for the building level is distributed to all parents. Parents are annually a part of reviewing the Title I Parent Involvement Policy.	<ul style="list-style-type: none"> • Dates of review • List of parents participating in the review. 		

TITLE I NON-PUBLIC SERVICES

SECTION	CRITERIA	OPTIONS FOR EVIDENCE OR DOCUMENTATION	YES NO NA	ADDITIONAL NOTES
	PRIVATE SCHOOLS			
§1120(b)(2)	Prior to the submission of the Title I application, a face-to-face meeting of the public and non-public school administrators must be held to discuss services to be provided to the non-public school, non-public student eligibility for Title I services, and evaluation of the Title I services provided to the non-public school. Documentation of the meeting is required.	<ul style="list-style-type: none"> Records of meetings, correspondence including who was present Title I Administrator interview 	Y N NA	
§1120(b)(2)	The identification and selection of students to receive services uses criteria appropriate to the private school.	<ul style="list-style-type: none"> Private or public school needs assessment 	Y N NA	
§1118(a)(1)	Parents of non-public school students are included in Title I parental involvement activities.	<ul style="list-style-type: none"> Announcements, notices of meetings 	Y N NA	
§1120(d)	Staff serving non-public school students are employees of the public school.	<ul style="list-style-type: none"> Accounting records, teacher rosters Teacher contract 	Y N NA	
§1120(d)	The control of funds and materials and equipment purchased with Title I funds is with the public agency.	<ul style="list-style-type: none"> Title I inventory, financial records 	Y N NA	
§1120(b)(2)	Services, materials and equipment are in a secular, neutral and non-ideological location if provided in a non-public school building.	<ul style="list-style-type: none"> Lease agreement, if appropriate 	Y N NA	
§1120	Only eligible students receive services. Students receiving Title I service reside in eligible attendance center. Documentation of low income students from non-public buildings	<ul style="list-style-type: none"> Targeting Funds to Buildings worksheets. Records document participating nonpublic students are residents of an eligible school attendance center. Record of method for documenting poverty data. 	Y N NA	
§1113(c)	Funds used for non-public Title I services have been appropriately calculated using the Within District Targeting of Funds formula provided in the Title I Reference Manual.	<ul style="list-style-type: none"> Documentation demonstrating use of the Title I Reference Manual (per pupil formula) Records showing number of students residing in eligible attendance centers 	Y N NA	